

## **REQUEST FOR PROPOSALS**

### **I. PURPOSE; SCHEDULE.**

a. **Introduction.** The City of Edina (“City”) wishes to receive proposals from developers and operators of community solar gardens for the design, installation, subscription, operation and maintenance of a community solar garden (“CSG”) to be located on the rooftop of the City’s public works building located at 7450 Metro Boulevard, Edina, MN 55439. Proposals will be received and selection made in time for the selected developer to submit an application for the CSG to Northern States Power Company (“NSP”) prior to September 25, 2015.

b. **Background.** The City has adopted strong energy and environmental objectives designed to encourage and accomplish reduction in costs and energy usage as well as associated greenhouse gas emissions. The City has been a supporter of solar energy as one component of its plan to accomplish these objectives; in 2011, the City became the first municipality in the Midwest to enact an ordinance creating a “Property Assessed Clean Energy” (PACE) financing program for renewable energy systems and energy efficiency upgrades. To continue City leadership in promoting renewable energy, the Energy and Environment Commission recommended to the City Council that the City lease the roof at the Public Works building for use by a CSG, and on August 11, 2015, the City Council authorized the pursuit of such a project.

### **c. RFP Schedule.**

<u>Task</u>	<u>Date</u>
RFP Re-issuance Date	September 16, 2015
Site Tour	By Appointment, If needed.
Question Deadline	3:30pm October 5, 2015
RFP Submittal Deadline	3:30pm October 7, 2015
Interview	October 12, 2015, If needed.
Selection	October 20, 2015

The RFP is being sent directly to known CSG developers in the area and is available at the City’s website at EdinaMN.gov. Potential respondents who wish to receive any addenda or answers to questions should provide their contact information to Ross Bintner at (952) 903-5713.

d. **Questions.** Proposers may submit questions regarding the RFP electronically to Ross Bintner at rbintner@edinamn.gov. If the question and response apply generally to the RFP and would clarify an issue for all potential respondents, City reserves the right to provide the answer to all potential respondents.

e. **Site Visit.** The City will provide time for proposers to physically inspect the Public Works site, upon request. The City reserves the right to reschedule or to add another inspection time.

f. **Submittal Deadline.** Proposals shall be submitted in hard copy/electronic format by 3:30 p.m. Central Time on October 7, 2015. Content requirements are set forth below.

g. **Proposal Validity.** All proposals must be valid through December 31, 2016.

## **II. PROPOSAL SCOPE.**

a. **Public Works Building.** The Edina Public Works building (“PW Building”) is located at 7450 Metro Boulevard, Edina, MN 55439. The PW Building was constructed in 1979, with substantial remodeling in 2010, and is approximately 280 feet (north-south) by 320 feet (east-west) in size. The roof was installed in 2010, with a design life of thirty years. Electric service is provided by NSP, which serves the entire City of Edina. NSP service to the PW Building is from a 3 phase 480 kV service distribution feeder along Metro Boulevard.

b. **Lease.** City will lease the roof of the PW Building to the successful proposer for installation and operation of a solar array to be used for a community solar garden. The term is expected to be at least twenty-five (25) years. Preliminary assessments of the roof suggest it may be able to sustain an array approximately 300-500 kW (AC) in size, depending on modules and equipment selected and structural limitations, among other things. A form of lease is attached which sets forth expected terms except for rental terms. Proposers may propose exceptions as set forth below, and shall provide an offer for rent in their proposals.

c. **Scope of Proposal.** The developer will be responsible for the following:

- (i) design, procurement, installation, operation and maintenance of the array, including structural and load analysis of the PW Building roof and any necessary improvements;
- (ii) interconnection of the array with the NSP distribution system, including the application, studies and required facilities;
- (iii) CSG management and operation, including subscription agreements, applications to and approvals from NSP, NSP contract performance, subscriber management, and other activities necessary to qualify the array as a CSG and maintain its eligibility as a CSG consistent with applicable statutes, tariffs, regulations and orders.
- (iv) all maintenance and reserves required for the array.

All costs to conduct and perform these and any related activities will be the responsibility of the proposer.

d. **City Support.** City will provide the selected proposer with (i) drawings and specifications for applicable portions of the PW Building necessary for design and engineering of the array; (ii) access to the PW Building roof; (iii) assistance in publicizing the facility and opportunities for subscriptions.

e. **CSG Subscriptions.** The City's objectives include making the CSG accessible to Edina residents as subscribers. As a result, there is to be a preference for such residents to obtain subscriptions in the CSG, assuming each such resident is otherwise eligible under applicable NSP program requirements. Subscription agreements shall be pay-as-you-go and not pay in advance. As noted below, proposers shall provide the proposed amounts and structure to be offered to subscribers.

f. **Schedule.** The City expects that the selected proposer will submit the required CSG application to NSP at the earliest opportunity after selection, and achievement of commercial operation of the array prior to December 31, 2016.

### **III. PROPOSAL REQUIREMENTS**

Proposers shall include the following information in their proposals, to the extent possible.

a. **Description of Proposed CSG.**

- (i) Equipment – solar module, inverter, racking/support system, and monitoring equipment to be used, including manufacturer, available production and workmanship warranties, and evidence of a twenty-five (25) year equipment life or replacement plan for major components with a shorter design life. Monitoring capability shall be internet-based and allow City access to real-time production data.
- (ii) Array capacity (DC and AC) and expected annual production.
- (iii) Drawing or other graphic depiction of proposed placement on PW Building.

b. **Developer Background and Experience**

- (i) Experience with solar and CSG development, including other proposed NSP projects.
- (ii) Evidence of financial capability and commitment to sustain CSG for 25-year life.

c. **Lease/Proposed Rent.** Exceptions to proposed lease, if any, and proposed rent terms. Rent may be based on square footage of the proposed facility, size of the facility or otherwise, and any escalation factor should be identified.

d. **Subscription Plan.**

- (i) Confirm that your proposed subscription agreements will be pay-as-you-go rather than pay in advance. Provide any terms showing a minimum production

guarantee, and any other terms beneficial to subscribers which may differentiate your agreement from others.

- (ii) Describe specifically the amount a residential subscriber will be expected to pay in return for bill credits from the CSG on a monthly basis over the life of the 25-year term, and your estimate of the value of the bill credits to such subscribers over the 25-year term.
  - (iii) The plan for attracting Edina residential subscribers.
  - (iv) The means by which subscriber management, administration and changes will be handled over the 25 years, including, if such tasks were to be subcontracted, the proposed subcontractor, if known.
- e. **Operation and Maintenance Plan.** Include planned and required reserves for replacements and repairs and any equipment breakdown insurance.
  - f. **Financing Plan.** Identify, where possible, proposed tax investment equity and other sources.
  - g. **Schedule.** Provide a schedule for design and construction of the facility, including structural review and design, installation, and commercial operation, and identifying any assumptions or contingencies.
  - h. **Other Benefits to City.** Identify any other benefits to the City or its residents arising from the CSG or which you propose to offer.
  - i. **Confidentiality.** Proposers are responsible for identifying those portions of their proposals which they consider confidential. City and its agents will not disclose to persons other than its employees, agents or contractors any information contained in a proposal that is marked “Confidential – Trade Secret”, unless such disclosures are required by law or by a court or governmental or regulatory agency having appropriate jurisdiction. As a municipality, City is subject to the Minnesota Data Practices Act, and may receive requests from third parties for copies of proposals.

In the event City is asked to provide copies of proposals or any other proposer information which the proposer has designated as a confidential trade secret, City will notify the proposer and, if the proposer wishes to object to disclosure of any or all of the requested information, it will be the responsibility of the proposer to support the designation of the information as trade secret or otherwise exempt from disclosure under the Data Practices Act and to defend that designation and exemption before any administrative or judicial agency.
  - j. **Proposal Submission.**

Complete proposals are due not later than 3:30 p.m. Central Time, October 7, 2015. Proposals must be submitted by e-mail in .PDF or .DOCX file. In addition, one hard copy of each proposal must be submitted by delivery or mail. Proposals received without the above electronic file may be considered incomplete and may be rejected.

All proposals and inquiries, with “**Edina CSG**” in the subject line, should be directed to:

Mr. Ross Bintner, Environmental Engineer

E-mail: rbintner@edinamn.gov  
Address: 7450 Metro Boulevard  
Edina, MN 55439  
Phone: 952-903-5713

#### IV. **EVALUATION/SELECTION**

##### **Evaluation.**

(a) **Minimum Requirements.** All proposals must meet the minimum requirements set forth in this RFP:

1. Schedule showing CSG application submitted to NSP following an assumed October 20 decision, and facility commercial operation by December 31, 2016;
2. Subscription plan for Edina residents on a pay-as-you-go basis;
3. Agreement to accept all costs of development, construction, and operation of the CSG.

Any proposal not meeting the minimum requirements set forth in this RFP may be disqualified from further consideration.

(b) **Evaluation.** Evaluation will be conducted by City personnel and any third-party consultants retained by City. Criteria to be used will include, but are not limited to:

1. Expected benefits to CSG subscribers
2. Proposed rent to City and proposed lease terms
3. Array quality and production
4. O & M plan, warranties and other assurance of facility operation for 25-year term
5. Subscriber management
6. Developer capabilities and commitment
7. Financing support for CSG
8. Any other proposed benefits to City or subscribers

City reserves the right to consider other factors, and to weigh all factors, in its sole discretion.

(c) **Questions.** City may ask any proposer questions to clarify proposal contents or terms.

(d) **Selection.** Upon completion of evaluation, City will select a proposal for approval by the City Council, and City will inform each proposer of the results of evaluation of their proposal. City reserves the right, without qualification and in its sole discretion, to select any proposal or to reject any or all proposals, and to waive any formality, technicality, deficiency, requirement or irregularity in any proposal received. Submission of a proposal does not entitle a proposer to any right to a specific process or result, and City shall have no liability to any proposer for rejection of a proposal. Costs for submission of a proposal are the responsibility of the proposer, and City will not reimburse any proposer for any of its costs incurred in the preparation or submission of a proposal or related negotiations.

(e) **No Assignment.** The successful proposer will negotiate and enter into a lease with City regarding use of the PW Building and other terms as to the management and operation of the CSG consistent with this RFP. The selected proposer may not transfer its opportunity to negotiate the agreement with the City to another person, other than a special purpose entity formed to own the CSG and which is still controlled by the successful proposer. After the lease is executed and delivered, the lessee will not be permitted to assign its rights in the lease or the CSG or delegate or subcontract any of its material obligations to any third party without the express prior written consent of the City.

## V. **Exhibits**

Attached as an exhibit is the following:

Exhibit A: Proposed Lease